

# **COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH**

Service Area 8

COASTAL ASIAN PACIFIC ISLANDER FAMILY MENTAL HEALTH CENTER

## **TRANSFER OPPORTUNITY**

### **Intermediate Typist Clerk**

THIS IS NOT AN OFFICIAL EXAMINATION

RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH ONLY

Coastal API MHC is an outpatient clinic located in Gardena with an opening for a qualified Intermediate Typist Clerk (ITC).

### **EXAMPLES OF RESPONSIBILITIES:**

- Check claims for accuracy and post billing in IBHIS
- Follow up billing errors with Clinical Supervisors to ensure error corrections are completed
- Process new clients into IBHIS by completing the admission bundle
- Input data, scan documents into IBHIS, run reports, conduct clients search and updating client information
- Perform reception counter duties to answer phones, check in clients in IBHIS, monitor and schedule appointments for clinical staff
- Open and close clients charts using the IS system if needed to process prescriptions using the PATS system
- Perform filling, maintain Medical Records, photocopy, fax and distribute mail
- Process fees received from fee clients, maintain fee log and issue receipts
- Other duties as assigned by Supervisor and Program Head

### **DESIRABLE QUALIFICATIONS:**

- Adaptable to changing priorities and flexible to meet deadlines
- Highly-skilled working in computer programs: IBHIS, Word, Excel, Outlook
- Strong verbal and written communication skills
- Be detail oriented able to work at a very fast paced office

Individual currently holding the title of ITC are encouraged to submit their resume, Performance Evaluations and Master Timesheet for the last 2 years by Oct. 23

Fax or Email Resume to Po Ng

[PNg@dmh.lacounty.gov](mailto:PNg@dmh.lacounty.gov)

Phone (310) 217-7337 Fax No. (310) 352-3111

